

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110030-2

CONTROL NO.

## REPORTS INVENTORY

DDS/OF-098

## PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Congressional Budget

|                   |   |
|-------------------|---|
| 2. TYPE OF REPORT | <input checked="" type="checkbox"/> STATISTICAL |
|                   | <input checked="" type="checkbox"/> NARRATIVE   |
|                   | MACHINE-NAME LISTING                            |

|                    |           |   |                                   |
|--------------------|-----------|---|-----------------------------------|
| 3. FUNCTIONAL AREA | PERSONNEL | TRAINING                                    | ADMIN. GENERAL<br>OTHER (specify) |
|                    | LOGISTICS | SECURITY                                    |                                   |
|                    | MEDICAL   | <input checked="" type="checkbox"/> FINANCE |                                   |

|                           |   |  |
|---------------------------|---|--|
| 4. NO. OF COPIES PREPARED | 5. FREQUENCY (weekly, monthly, quarterly, etc.) | 6. DISTRIBUTION (No. of components not number of copies) |
| 10                        | Annually  | 3  |

|   |   |   |
|---|---|---|
| 7. FORMAT (memorandum, form computer print-out, etc.) | 8. ADP PROCESSING   | 9. DIRECTIVE AUTHORITY REQUIRING REPORT |
| Form  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | IF YES GIVE ADP PROCESSING NO.<br>PPB   |

|   |   |
|---|---|
| 10. PREPARING COMPONENT (include lowest level contributing information to report) | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) |
| OF/SS   |   |

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|-------|-------------|---|------------------|---|-----------------|---|----------------|---|---------------|
| GS-05 | \$3.36      |   | 8                |   | \$26.88         |   | 1              |   | \$ 26.88      |
| GS-10 | 5.75        |   | 16               |   | 92.00           |   | 1              |   | 92.00         |
| GS-13 | 9.94        |   | 8                |   | 79.52           |   | 1              |   | 79.52         |
| GS-15 | 12.84       |   | 1                |   | 12.84           |   | 1              |   | 12.84         |
| GS-18 | 17.07       |   | 1                |   | 17.07           |   | 1              |   | 17.07         |
|       |             |   | 34               |   | 201.43          |   |                |   | \$201.43      |

## B. COSTS OF COMPUTER PRODUCED REPORTS

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|  |  |  |  |  |  |

TOTAL COSTS PER YEAR

\$ 201.43

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Agency Requirement: Revision of office estimates to reflect reductions made by Congress in Agency budgets

## 14. FUTURE GOALS

| GOAL PROPOSED BY COMPONENT FOR THIS REPORT | ESTIMATED SAVINGS   |
|--|---|
| <input type="checkbox"/> RETAIN AS IS      | <input checked="" type="checkbox"/> OTHER (explain) to be determined by PPB |
| <input type="checkbox"/> CHANGE            |   |
| <input type="checkbox"/> DISCONTINUE       |   |

|                       |  |               |
|-----------------------|--|---------------|
| 16. DATE OF INVENTORY | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION              | 18. EXTENSION |
| Approved              | Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110030-2 |               |